VENDOR TESTING POLICY FOR ELECTRONIC FILING

Any vendor wishing to create filer software designed to file campaign disclosure reports with the Illinois State Board of Elections shall adhere to the following procedures. If at all possible, it is best not to attempt to test file late in a filing period.

1. Download the Vendor Developer Pack from the State Board of Elections website (www.elections.state.il.us). For technical questions, contact NIC Technologies. Phone: 703-749-4NIC[4642]. E-mail: techsupport@nicusa.com.

2. Contact the Campaign Disclosure Division of the Illinois State Board of Elections (217-782-4141) to receive test data to be used to test vendor software. Test data will be provided to create a semi-annual report, a pre-election report, a Schedule A-1, a final report, and amendments to all reports, except the Schedule A-1.

3. E-mail the output (.pdp file) for each type of report to the Information Systems Division of the State Board of Elections for analysis. (webmaster@elections.state.il.us) The vendor will be contacted to schedule the test filings for all types of reports.

4. A vendor may not allow a client to electronically file using the vendor software without the vendor first having successfully electronically filed the test data with the Board.

5. After successfully electronically filing all types of reports, the vendor may request written verification from the Board confirming that the vendor has met the electronic filing requirement.